

DDO/TRO 75/1
14 January 1975

MEMORANDUM FOR: All DDO Training Officers

SUBJECT : Training Courses for Secretarial/
Clerical Personnel

1. It has come to our attention that courses open to secretarial/clerical personnel are sometimes not widely known throughout the Directorate. This notice is to bring to your attention some of the courses available to personnel in the secretarial/clerical categories. The CIA Today and Tomorrow Course with its fourth DDO day has proved to be very popular, both with DDO personnel returning from overseas as well as those who have not had a refresher course in sometime. This course should be recommended for all employees every several years.

2. The Directorate has not taken full advantage of the Managerial Grid which is open to all GS-07 personnel and above and is given six times a year. This is an excellent introduction to management processes and would be very valuable to many of our secretarial/clerical employees. A new course which has recently been inaugurated is the Employee Development Course which is intended to improve job performance and employee development for the office worker Grades GS-05, 06 and 07. The Employee Development Course concentrates on a study of patterns of communication, office management, motivation and human relations. The DDO is allotted five spaces per running and the course will be given six times between now and June 1975. The next running is scheduled for 28-31 January 1975. The Office Management Seminar is designed for secretaries and administrative assistants GS-08 and above. This course deals with communication, human relations and motivation. Office Management Seminar will be given twice during CY 1975. The Effective Writing and Effective Briefing Courses have proved quite valuable to employees who need further training in these skills.

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3. Secretarial/clerical personnel assigned to a field station will usually be asked to take several courses including Preparing for Overseas Assignment, Risk of Capture, Countering Terrorist Tactics, plus courses in field administration and reports. The Operations Support Course is given six times a year at the [REDACTED] and is an introduction to operations, to reporting, and personal security. Depending upon the needs of the station, secretarial/clerical personnel may also be given instruction in technical subjects such as basic photography and communications. Most divisions work closely with secretarial/clerical personnel in setting up a training program for overseas-bound employees.

4. The Agency is interested in improving its language skills and OTR offers a wide array of training including both full time and part time language instruction. University level courses are offered in Headquarters after hours. Details can be secured from OTR's Language Learning Center. Lastly, the Agency has sponsored a variety of external training. This includes the popular University of Virginia off-campus courses which are available to all employees. Those under cover can audit the courses while other non-covered employees can take these courses for credit. In addition, Headquarters components have sponsored external training ranging from academic courses to specific skills and area courses. Insofar as possible, however, it is urged that employees take full advantage of the University of Virginia off-campus program before turning to other external training.

5. If Training Officers have questions and problems dealing with the training of secretarial/clerical personnel, you are urged to contact the DDO/TRO who is also available for individual counseling if desired.

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